
Readers Guide

The District of Columbia's FY 2002 Proposed Budget and Financial Plan contains all the elements of a sound municipal and state budget. This budget book is a communications device that articulates the policy priorities, the financial plan, and provides insight to the structure and operations of the District government.

The FY 2002 policy priorities are highlighted in the Mayor's transmittal letter as well as within the initiatives and performance measures that are included within the individual budget chapters of each agency. The agency goals are linked to the Mayor's City-Wide Strategic Plan developed during the November 1999 Neighborhood Citizen Summit.

This budget book is also a financial plan that provides important information concerning sources and uses of revenues, present and forecasted economic and financial conditions, current and planned long-term debt financing and other financial information. The budget book provides citizens with the organizational structure of the government and individual agencies, including the number of positions and expenditures by category (i.e., personal services, nonpersonal services, etc.). The budget book also provides information on how services are provided.

The "Readers Guide" describes the sections of this budget book that help stakeholders build con-

sensus for the future direction of the District.

These sections are consistent with the National Advisory Council on State and Local Budgeting (NACSLB) Recommended Budget Practices that call for the presentation of information to provide the reader with a guide to the programs that the government operates and the organizational structure. A description of each section of the budget is presented below in the order it appears in the document.

Mayor's Transmittal Letter

This letter presents Mayor Anthony Williams' budget message to the citizens of the District and the President of the United States that reflects the District's key priorities and strategic policy proposals for FY 2002.

Special Chapters

Introduction: FY 2002 Proposed Budget and Financial Plan

This chapter presents a descriptive and graphical overview of the budget and financial plan. It covers the FY 2002 budget development process, describes the sources and uses of the funds, and provides an overview of key priorities for FY 2002.

Financial Plan

This chapter summarizes planned revenues and expenditures for FY 2002 and shows the impact through FY 2005. The Financial Plan includes financing sources and uses and the assumptions used to derive the short-term and long-term economic outlook. It assesses the impact of budgetary decisions on the financial health of the District.

Revenue

This chapter presents in detail the current revenue projections certified by the Chief Financial Officer and the Financial Authority. This chapter also addresses the District's revenue sources, its economy, and the outlook for revenue through FY 2005.

FY 2002–FY 2007 Capital Improvements Plan Summary

The Capital Improvement Plan (CIP) is a comprehensive six-year financial document that addresses the modernization, renovation and replacement of the District's physical infrastructure. Projects contained in the CIP include, but are not limited to, local streets and bridges, school renovations, economic development, and health and safety initiatives.

Performance-Based Budgeting

This section presents the "new look" of future budgets for the District - program based budgets. Seven agencies involved in this pilot will present their entire budgets in this format for the FY 2003 budget. It provides the reader with significant information about what the budget is buying in terms of programs and their costs, performance,

and comparability to other states and jurisdictions.

Agency Budget Chapters

These chapters provide general operational, programmatic and financial information on the specific programs within District agencies. Agency budget chapters are grouped by appropriation title and contain the following information:

- Agency Mission
- Budget Summary
- Strategic Issues
- FY 2002 Initiatives
- Organizational Chart
- Agency Background
- Programs
- Funding Summary
- FY 2002 Proposed Operating Budget
- Capital Improvements
- Capital Improvement Plan
- Trend Data
- Agency Goals and Performance Measures

Agency Mission

This section of the narrative describes the agency's mission, that is, the overall purpose of the agency; such as, to plan and implement programs for the District's senior citizens, or to provide quality education to improve the academic performance of school children in the District of Columbia.

Budget Summary

This section provides highlights of the agency's proposed budget and the changes from the preceding fiscal year.

Strategic Issues

This section presents the issues the agency will address with the FY 2002 proposed budget.

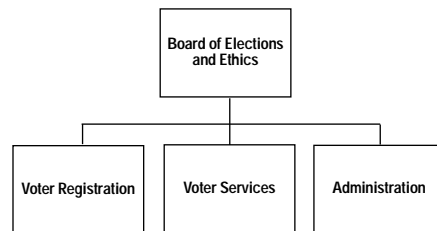
FY 2002 Initiatives

The FY 2002 Initiatives of the agency describe how that agency plans to achieve its strategic issues.

Organization

The agency's organization chart displays the structure of the agency. The chart shows the name of

Organization Chart



the program areas within the agency. Each agency has at least one program area.

Agency Background

The Background section discusses the creation of the agency and any laws governing its functions.

Programs

This overview presents a summary of the programs and services that the agency provides. A description of the various divisions and their funding levels within the agency is also included in this section.

Funding Summary

This section presents the agency's total operating budget from each funding source (i.e., from local revenue, federal and private grants, other revenue, and intra-District sources). A comparison of the proposed budget to the current year budget is presented. The summary includes information on all major changes from the current fiscal year.

FY 2002 Proposed Operating Budget and Full-Time Equivalent Employment Tables

This section of the narrative presents a summary of the agency's expenditures and full-time equivalent (FTE) positions for the preceding year, current year, and upcoming fiscal year.

The summary table (shown below) provides financial data by comptroller source group. It is important to note that expenditures in the operating budget are composed of two categories: (1) Personal Services (PS) and Nonpersonal Services (NPS). PS expenditures include regular pay, additional gross pay, and fringe benefits; NPS expenditures include office supplies, telephone, rent, contracts, subsidies and transfers, and equipment.

Capital Improvements

The Capital Improvements section presents a summary of the projects that are proposed to receive funding in FY 2002 through FY 2007. New projects proposed for FY 2002 are described in this section. Existing projects that are proposed to receive additional funding, are described in prior volumes of the Capital Improvements Plan.

Capital Improvements Plan

This table presents the proposed expenditure schedule of the new and existing projects for FY 2002 through FY 2007 by cost element. The Plan details the funding schedule of the projects through FY 2007.

Trend Data

This section presents information on the expenditure and staff history for the past three years, current year and the proposed levels for FY 2002.

Agency Goals and Performance Measures

Agency Goals and Performance Measures were developed according to guidelines provided by the Office of the City Administrator/Deputy Mayor. For agencies whose directors sit on the Mayor's cabinet, the goals and measures were developed through the same process used to write those directors' FY 2001 and FY 2002 performance contracts with the Mayor. For those agencies that are not part of the Mayor's cabinet, the agencies developed their own goals and measures and will use them to assess their performance.

Appendices

The appendices contain the following information, which is described below:

- Budget Request Act

Table DL0-1

FY 2002 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

Board of Elections and Ethics

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Change from FY 2001
Regular Pay - Full Time	1,477	1,583	1,685	102
Regular Pay - Other	440	246	170	-76
Additional Gross Pay	202	28	28	0
Fringe Benefits	242	281	258	-33
Unknown Payroll Postings	-2	0	0	0
<i>Total Personal Services (PS)</i>	<i>2,360</i>	<i>2,148</i>	<i>2,141</i>	<i>(7)</i>
Supplies and Materials	51	25	25	0
Utilities	29	60	57	-3
Communications	65	80	53	-27
Rentals - Land and Structures	122	138	158	20
Janitorial Services	0	0	20	20
Security Services	0	0	24	24
Other Services and Charges	641	318	845	227
Contractual Services	129	96	96	0
Equipment and Equipment Rental	135	85	85	0
<i>Total Nonpersonal Services (NPS)</i>	<i>1,171</i>	<i>1,102</i>	<i>1,363</i>	<i>261</i>
Total Proposed Operating Budget	3,531	3,250	3,503	253

Table DL0-2

FY 2002 Full-Time Equivalent Employment LevelsBoard of Elections and Ethics

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Change from FY 2001
Continuing full time	26.00	48.00	38.00	-10.00
Term full time	16.25	2.00	12.00	10.00
Total FTEs	42.25	50.00	50.00	0.00

- Summary Financial Tables
- Glossary of Terms
- Organization Chart of District of Columbia government.

Budget Request Act

This is the legislation that provides agencies and other units of the District government the authority to spend funds on programs, projects, or activities.

Table DL0-3

Capital Improvements Plan FY 2000-FY 2007

(dollars in thousands)

Board of Elections and Ethics

Cost Elements	Through FY 2000	Budgeted FY 2001	Total	EXPENDITURE SCHEDULE						6 Years Budget	Total Budget
				Year 1 FY 2002	Year 2 FY 2003	Year 3 FY 2004	Year 4 FY 2005	Year 5 FY 2006	Year 6 FY 2007		
a. Design	0	0	0	0	0	0	0	0	0	0	0
b. Site	0	0	0	0	0	0	0	0	0	0	0
c. Project Mngmnt	0	0	0	0	0	0	0	0	0	0	0
d. Construction	0	0	0	0	0	0	0	0	0	0	0
e. Equipment	0	1,000	1,000	0	0	0	0	0	0	0	1,000
Total	0	1,000	1,000	0	0	0	0	0	0	0	1,000

				FUNDING SCHEDULE							
a. Long Term Financing	0	1,000	1,000	0	0	0	0	0	0	0	0
b. Tobacco Securitization	0	0	0	0	0	0	0	0	0	0	0
c. Grants	0	0	0	0	0	0	0	0	0	0	0
d. Pay Go	0	0	0	0	0	0	0	0	0	0	0
e. Hwy Trust Fund	0	0	0	0	0	0	0	0	0	0	0
f. Equipment Lease	0	0	0	0	0	0	0	0	0	0	0
g. Alternative Financing	0	0	0	0	0	0	0	0	0	0	0
h. Other	0	0	0	0	0	0	0	0	0	0	0
Total	0	1,000	1,000	0	0	0	0	0	0	0	1,000

Table DL0-4

FY 2002 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Board of Elections and Ethics

	Actual FY 1998	Actual FY 1999	Actual FY 2000	Approved FY 2001	Proposed FY 2002
Local	2,625	2,799	3,214	3,250	3,503
Other	-1	0	317	6	0
Gross Funds	2,624	2,799	3,531	3,250	3,503

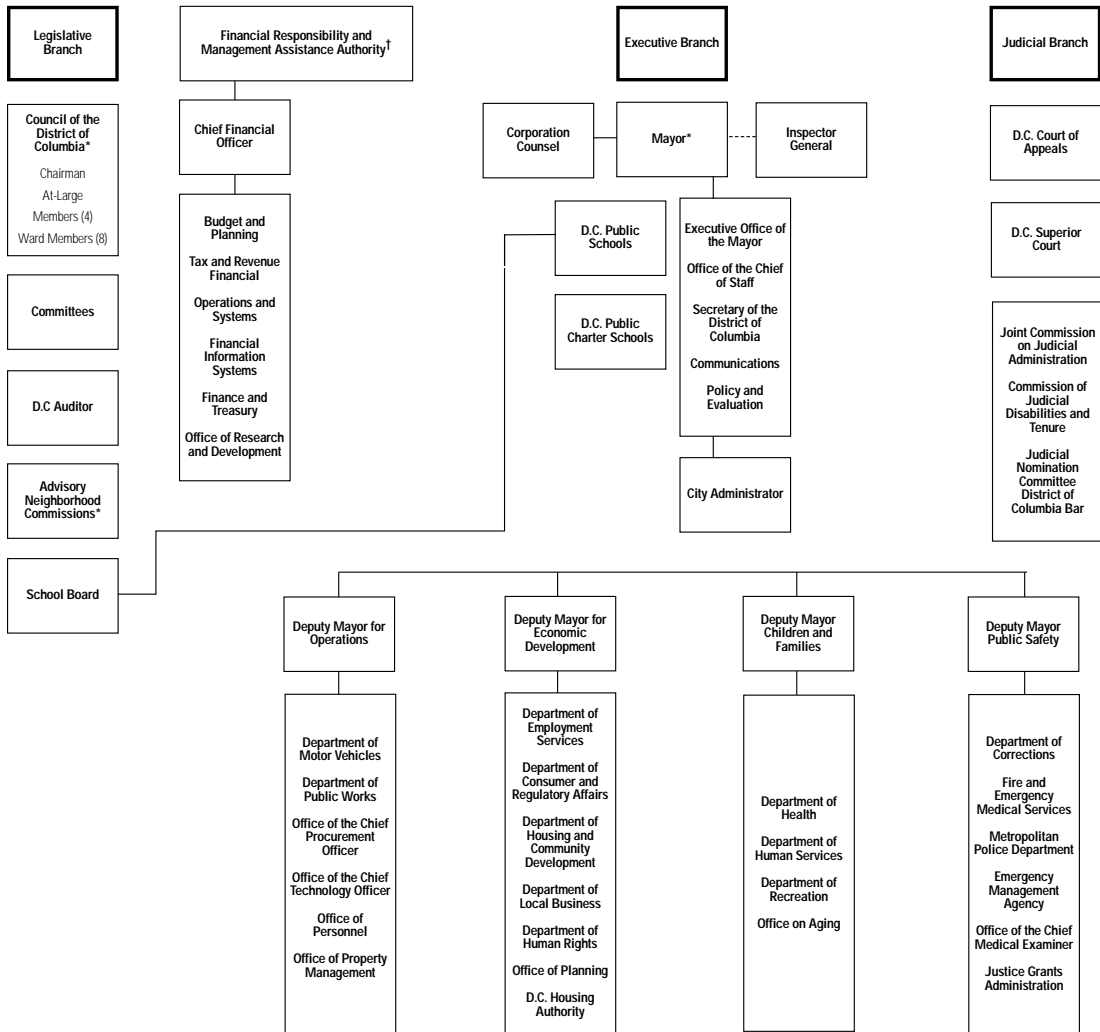
Summary Financial Tables

These tables provide actual expenditures and FTEs for the preceding fiscal year, and budgeted amounts and FTEs for the current and upcoming fiscal year. Data is provided for local, federal, private, other, and intra-District sources of revenue.

Glossary of Terms

A listing of the terms and acronyms used in the budget documents.

Organization Chart, Government of the District of Columbia



Independent Agencies

- Water and Sewer Authority
- Health and Hospital Public Benefits Corporation
- Retirement Board
- Office of Employee Appeals
- Public Employee Relations Board
- Convention Center
- Board of Directors Housing Finance Agency
- Board of Trustees Public Defender Services
- Board of Directors Pretrial Services Agency
- Lottery and Charitable Games Control Board
- Board of Library Trustees
- University of the District of Columbia Board of Trustees
- D.C. Housing Authority
- D.C. Sports and Entertainment Commission
- People's Counsel

* Elected officials

† Not subject to Mayor's reorganization authority

Charter Independent Agencies

- Zoning Commission
- Board of Education/Public Schools
- Public Charter School Board/Charter Public Schools
- Public Service Commission
- Armory Board
- Board of Elections and Ethics

Receiverships

- Child and Family Services
- Mental Health

Regional Bodies

- Metropolitan Washington Council of Governments
- National Capital Planning Commission
- Washington Metropolitan Transit Authority
- Washington Metropolitan Transit Commission
- Washington Metropolitan Airport Authority